



U. S. Residents Only  
 Return completed form to:  
**Office of the Registrar**  
**Attn: Transcript Requests**  
 521 Wall Street, Suite 100, Seattle, WA 98121  
 (206) 239-4520 / 1-800-426-5596 x4520  
 Email: [evaluations@cityu.edu](mailto:evaluations@cityu.edu)  
 Fax (206) 239-4530

Canadian Residents only  
 Return completed form to:  
**Attn: Transcript Requests**  
 789 W Pender St., Suite 310  
 Vancouver, BC V6C 1H2  
 (604) 689-2489 / 1-800-663-7466, x2489  
 Fax (604) 689-0440

## REQUEST FOR OFFICIAL EXPEDITED CITYU TRANSCRIPT

TRANSCRIPTS SHOULD BE ORDERED ONLINE THROUGH THE NATIONAL STUDENT CLEARINGHOUSE – COST IS \$10 PLUS A VENDOR PROCESSING FEE. **TO ORDER** go to [www.studentclearinghouse.org](http://www.studentclearinghouse.org) and click on the tab “Order-Track-Verify” to start the process.

**THIS FORM IS ONLY FOR EXPEDITED ITEMS WITH DIRECT MANUAL PROCESSING BY THE REGISTRAR'S OFFICE – PLEASE SEE THE COST LISTED BELOW FOR THIS SERVICE.**

Quantity of Official Sets Requested for expedited (\$18.00 for each complete set) \_\_\_\_\_ (indicate number needed)

↓ **CHECK ONLY THE CATEGORIES THAT APPLY.** (Log on to [My.CityU.edu](http://My.CityU.edu) to view transcript before ordering.)

- Please send transcript immediately, as is; *do not wait* for any unposted grades or degrees to be posted.
- Please send transcript after my \_\_\_\_\_ (fall, winter, etc.) term grades have been posted.
- Please send transcript after my \_\_\_\_\_ (name of program) certificate or degree has been posted.
- Will-Call. (To be picked up by the student.) Date to be picked up: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- UNOFFICIAL COPY (One free with purchase of Official Transcript, OR BY REQUEST FOR STUDENTS WHO LAST ATTENDED BEFORE 1999.)  
**UNOFFICIAL TRANSCRIPTS ARE AVAILABLE FREE AT MY.CITYU.EDU FOR STUDENTS WHO HAVE ATTENDED SINCE 1999**

### STUDENT INFORMATION

Student Name \_\_\_\_\_ CityU ID Number \_\_\_\_\_

Former Names \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SSN \_\_\_\_\_

Street Address \_\_\_\_\_

City, State /Prov, Zip/  
Postal Code, Country \_\_\_\_\_

Home Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mobile Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Preferred Email \_\_\_\_\_

First Term Attended \_\_\_\_\_ Last Term Attended \_\_\_\_\_

Degrees/ Certificates  
Earned at CityU \_\_\_\_\_

### RECIPIENT INFORMATION (OFFICIAL TRANSCRIPTS WILL NOT BE FAXED OR EMAILED.)

- US Mail
- Express Delivery (Additional \$20 for U.S. express delivery; Vender Cost + \$3.00 for processing for express delivery outside the U.S. Please call to confirm availability and approximate cost.)

Name / Dept. \_\_\_\_\_ (Addresses Outside U.S.) Phone No. \_\_\_\_\_

Street Address \_\_\_\_\_

City, State/Prov,  
Postal Code, Country \_\_\_\_\_

### PAYMENT INFORMATION

- Students attending classes outside the US should submit request and pay fee at their respective site office.
- **Mail this form with a check, or provide Visa, MasterCard, American Express or Discover information below.**

Name on Card: \_\_\_\_\_ (MM / YY format)

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

- Transcripts are not released to students with outstanding financial obligations unless approved by the Business Office.
- Students may request transcripts in person at the Registrar's Office in Seattle, WA between 8 am and 5 pm, Monday through Friday. Picture ID is required.

**X**

**SIGNATURE OF STUDENT** (Required by the U.S. Family Educational Rights and Privacy Act of 1974)

**DATE**

## **Mailing options**

City University of Seattle offers First-Class mail service by USPS and an express mail service by eShipGlobal called UEMS (“University Express Mail Service”), for shipping all documents and forms.

- First-Class Mail- Official Transcript orders are processed within 2-3 business days and are sent from the University Registrar's Office via first-class U.S. mail.
- Electronic PDF- Secure electronic PDF official transcripts are ONLY available for transcript requests through National Student Clearing House.
- Express Domestic Shipping (within USA only) - Official transcript orders are processed within 2-3 business days and are sent from the University Registrar's Office via UPS for an additional \$20 per order.
- Express International Shipping (Any Express Shipping outside of the USA)- International shipping is available for an additional fee via eShipGlobal’s University Express Mail Services (UEMS). For more information on international shipping, please visit UEMS.

An official transcript order must still be placed through the National Student Clearinghouse, or via a paper transcript order form with all related fees paid. A second process for express shipping requires creating a shipping label through UEMS in which the student chooses options for shipping and pays this shipping fee in advance. If you have any questions about creating an international shipping label, please watch the eShipGlobal training video.

For more information, about ordering official or non-official transcripts please email [info@cityu.edu](mailto:info@cityu.edu) or call 206.239.4520 ext. 4512.